

CDBG-R SUBMISSION TEMPLATE **& CHECKLIST**

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") was signed into law by President Obama on February 17, 2009. The Recovery Act awards \$1 billion in CDBG Recovery (CDBG-R) funds to be distributed to cities, counties, insular areas and states, of which \$10 million has been reserved by HUD for its administrative costs and \$10 million of which will be awarded to Indian tribes. Recipients of the remaining \$980 million of CDBG-R funds will be the approximately 1,200 jurisdictions that received CDBG funding in Fiscal Year 2008. This template sets forth the suggested format for grantees receiving funds from CDBG-R. A complete submission contains the information requested below, including:

- (1) The CDBG-R Substantial Amendment (template attached below)
- (2) Spreadsheet for Reporting Proposed CDBG-R Activities (see <http://www.hud.gov/recovery>)
- (3) Signed and Dated Certifications (see <http://www.hud.gov/recovery>)
- (4) Signed and Dated [SF-424](#).

Grantees should also attach a completed CDBG-R Substantial Amendment Checklist to ensure completeness and efficiency of review (attached below).

THE CDBG-R SUBSTANTIAL AMENDMENT

Jurisdiction(s): City of Jersey City	CDBG-R Contact Person: Darice Toon
Jurisdiction Web Address: <ul style="list-style-type: none">• www.jerseycitynj.gov	Address: 30 Montgomery St., Rm. 404 Jersey City, NJ 07302
	Telephone: (201) 547-5304
	Fax: (201) 547-5104
	Email: Darice@jcnj.org

ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

(1) Activity Name: **Lafayette Gardens HOPE VI Revitalization – Glenview Townhouses**

(2) Activity Narrative:

Glenview Townhouses is the sixth phase of the multi-phase Lafayette Gardens HOPE VI Revitalization Program. This new 63-unit townhouse project is a mixed-finance and mixed-income rental development. The development will meet Energy Star requirements and use sustainable/environmentally safe technologies including linoleum flooring, low/no VOC finishes, low-flow water systems, hardiplank siding, native, low-moisture landscaping, etc.

CDBG-R funding will be used for surcharging and storm water retention to address the issues of environmental remediation of this State-listed brownfields site, inadequate soil compaction and neighborhood sewer facilities. This work will enable the developer to extend the City's Halladay and Van Horne Streets. These streets are currently part of an unsafe former "superblock" site. The new city streets are designed to be pedestrian-friendly and will be fronted by townhouses with individual front doors which provides a deterrent to undesirable criminal activity on the street level.

The storm water retention systems will ease neighborhood flooding and sewer back-ups in this low-lying neighborhood. The CDBG-R funds for this work not only benefit the surrounding low-moderate income neighborhood but stretch affordable housing development funds which have been negatively impacted by the financial market's devaluation of tax credits.

The sponsor and the developer have committed to meeting/exceeding the goals of: 30% construction hours to Section 3 employment with a preference to low-income public housing residents, those most impacted by any recession.

This storm water retention project is estimated to be completed by November 30, 2009.

(3) Jobs Created:

This development will create approximately 45 construction jobs (including at least 15 jobs for low-income individuals) and three permanent full-time equivalent jobs.

(4) Additional Activity Information:

This project is a density-appropriate redevelopment of an inner city site that will return this brownfields site to productive use. The construction will meet Energy Star standards and include green building technologies as noted above.

(5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Implemented By

Jersey City Housing Authority
400 US Highway #1
Jersey City, NJ 07306

Maria T. Maio
(201) 547-6750

Administered By

Jersey City Division of Community Development
30 Montgomery Street, Suite 404
Jersey City, NJ 07302

Darice Toon
(201) 547-5304

(1) Activity Name: **Curb Cuts / ADA Compliance Street Resurfacing Project**

(2) Activity Narrative:

CDBG-R funds will supplement city capital funds to complete a citywide resurfacing project. The scope of work for this project will consist of milling and paving of various streets with new asphalt material. Sidewalks and curb ramps at each intersection will be reconstructed with detectable warning surface in compliance with the American with Disabilities Act and design standards. Under Title II, of ADA, it requires the local government to meet the new construction standards as part of their capital improvement plan. In addition, there will be improvements to catch basins, manhole castings, and traffic striping will all be combined under this public infrastructure improvement project. The total cost of this project will be \$5,600,000 of which five million is city funded under Capital Ordinance 08-148 Purpose 3.

CDBG-R money will be used specifically to support the public improvements at intersections and pedestrian crossings to provide for 1) ease of accessibility and 2) allowing disabled persons and senior citizens to travel throughout the city in a safe and convenient manner, and assist in the improvement of the quality of life for many thousands of residents. In 2008, CDBG funds assisted in the construction of 80 new public sidewalks with ADA compliant curb ramps at intersections throughout the city which directly benefited over 92,500 residents. It is anticipated that a comparable level of service will be accomplished in 2009.

This shovel ready project is estimated to be completed by August 30, 2009.

(3) Jobs Created:

As a result of this award, approximately 40 temporary jobs will be retained for an additional four (4) months.

(4) Additional Activity Information:

As a result of making streets more accessible, residents will be provided with the option of using alternative means of transportation. This will result in reduced pollution emissions.

(5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Implemented By

Jersey City Division of Engineering
575 Route 440
Jersey City, NJ 07305

William Goble
(201) 547-4411

Administered By

Jersey City Division of Community Development
30 Montgomery Street, Suite 404
Jersey City, NJ 07302

Darice Toon
(201) 547-5304

(1) Activity Name: **Sidewalk Replacement Program**

(2) Activity Narrative:

The sidewalk replacement program will focus on replacing sidewalks, citywide in low-moderate income areas, that have been damaged by overgrown trees. In many cases the trees are up to 80 years old and the roots are overgrown. These overgrown tree roots have posed a hazard to residents of Jersey City. The Division of Parks and Forestry will use CDBG funds to remove dead trees, shave tree roots, remove stumps and install new sidewalks. This will help to preserve trees, beautify neighborhoods and minimize tripping hazards resulting from damaged sidewalks.

This project will target low and moderate income neighborhoods that have been most impacted by the recession. Many residents residing in these neighborhoods have experienced job loss and/or loss of income. These factors make it difficult for these homeowners to properly maintain their property.

This sidewalk replacement project is estimated to be completed by November 30, 2009.

(3) Jobs Created:

Between six (6) to ten (10) temporary jobs will be created. Many of these jobs have the potential to be converted into full-time employment.

(4) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

(5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Implemented By

Jersey City Division of Parks and Forestry
575 Route 440
Jersey City, NJ 07305

Rodney Hadley
(201) 547-4447

Administered By

Jersey City Division of Community Development
30 Montgomery Street, Suite 404
Jersey City, NJ 07302

Darice Toon
(201) 547-5304

Activity Name: **Demolition**

(1) Activity Narrative:

Demolition of vacant buildings in primarily low/moderate income areas in Jersey City. Properties targeted for demolition are primarily located on lots that will be conveyed to developers for the construction of new structures. The new affordable, mixed income or mixed use structures will assist in revitalizing neighborhoods that have been impacted by dis-investment, foreclosures and subprime loans. Abandoned or vacant buildings lead to crime, fire hazards and diminished surrounding property values. The demolition of targeted buildings will assist in the overall enhancement of city neighborhoods.

Most of the sites proposed for demolition are located near a light rail stop in the City. The demolition and future redevelopment of the lots will benefit the City's infrastructure and increase the number of people using public transportation.

This demolition project is estimated to be completed by May 31, 2010.

(2) Jobs Created:

Five (5) permanent jobs will be retained.

(3) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

(4) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Implemented By

Jersey City Incinerator Authority
501 Route 440
Jersey City, NJ 07305

Oren K. Dabney, Jr.
(201) 432-4645

Administered By

Jersey City Division of Community Development
30 Montgomery Street, Suite 404
Jersey City, NJ 07302

Darice Toon
(201) 547-5304

C. PUBLIC COMMENT

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

***Note:** A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.*

Response:

The City of Jersey City originally proposed to provide funding for Belmont Guest House, a transitional housing facility located at 188 Belmont Avenue. As a result of feedback from the community (Belmont Avenue Homeowners Association) the City withdrew this project from our list of projects recommended for CDBG-R funding. This project was replaced with the Jersey City Housing Authority's Glenview Townhouses project.

The Belmont Avenue Homeowners Association expressed strong objections to the use of CDBG-R funds for Belmont Guest House. Specifically, it was expressed that the facility is “*a source of concern and disruption on Belmont Avenue with a revolving door of transient residents who are recovering drug addicts...*” The community representatives further expressed that by funding this project it would further perpetuate the reckless activity of drug addicts and dealers in the neighborhood.

Given the community concerns, the City has chosen not to proceed with recommending Belmont Guest House for CDBG-R funds. Instead, we have requested that Ron Brown (owner of Belmont Guest House) arrange to meet with the community and development a plan for addressing issues that are a source of concern for the community. A copy of the written comments received by the neighborhood association is attached.

The public notice advertising this amendment appeared in the Jersey Journal. The public was advised that copies of the amendment were available at the following locations:

Department of Housing, Economic Development & Commerce
Division of Community Development (DCD)
30 Montgomery Street – Suite 404
Jersey City, New Jersey 07302

Office of the City Clerk
City Hall – 280 Grove Street
Jersey City, New Jersey 07302

Jersey City Free Public Library – Main Branch
472 Jersey Avenue – 3rd Floor (New Jersey Room)
Jersey City, New Jersey 07302

City’s Web Site (www.jerseycitynj.gov)

CDBG-R Substantial Amendment Grantee Checklist

For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.

Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction(s): <u>City of Jersey City</u> Lead Agency Jurisdiction Web Address: • <u>www.jerseycitynj.gov</u>	CDBG-R Contact Person: Darice Toon Address: 30 Montgomery St., Rm. 404 Jersey City, NJ 07302 Telephone: 201-547-5304 Fax: 201-547-5104 Email: Darice@jcnj.org
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The elements in the substantial amendment required for the CDBG recovery funds are:

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes ☒ No ☐ Verification found on page **11**

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes ☒ No ☐ Date Spreadsheet was emailed: **06/04/2009**

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,
 Yes ☒ No ☐ Verification found on page(s) **11**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes ☒ No ☐ Verification found on page(s) **11**
- the CDBG national objective citation,
 Yes ☒ No ☐ Verification found on page(s) **11**

B. CDBG-R INFORMATION BY ACTIVITY

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,
Yes ☒ No ☐ Verification found on page(s) 3, 4, 5, 6
- projected number of jobs created for each activity,
Yes ☒ No ☐ Verification found on page(s) 3, 4, 5, 6
- whether an activity will promote energy efficiency and conservation,
Yes ☒ No ☐ Verification found on page(s) 3, 4, 5, 6
- the name, location, and contact information for the entity that will carry out the activity,
Yes ☒ No ☐ Verification found on page(s) 3, 4, 5, 6
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes ☒ No ☐ Verification found on page (s) 11
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes ☒ No ☐ Verification found on page (s) N/A
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes ☒ No ☐ Verification found on page (s) 11

C. PUBLIC COMMENT PERIOD

Was the proposed action plan amendment published via the jurisdiction's usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes ☒ No ☐ Verification found on page(s) Attachment

Is there a summary of citizen comments included in the final amendment?

Yes ☒ No ☐ Verification found on page(s) 6, 7

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|---|---|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

(7) Section 3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(8) Community development plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(9) Following a plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(10) Use of Funds	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(11) Excessive Force	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(12) Compliance with anti-discrimination laws	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(13) Lead-based paint procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(14) Compliance with laws	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(15) Compliance with ARRA	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(16) Project selection	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(17) Timeliness of infrastructure investments	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(18) Buy American provision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(19) Appropriate use of funds for infrastructure investments	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(20) 70% of CDBG-R for LMI	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Optional Certification		
(21) Urgent Need	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

D. STATE CERTIFICATIONS

The following certifications are complete and accurate:

(1) Affirmatively furthering fair housing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(2) Anti-displacement and relocation plan	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(3) Drug-free Workplace	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(4) Anti-lobbying	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(5) Authority of State	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(6) Consistency with plan	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(7) Section 3	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(8) Community development plan	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(9) Consultation with Local Governments	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(10) Use of Funds	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(11) Excessive Force	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(12) Compliance with anti-discrimination laws	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(13) Compliance with laws	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(14) Compliance with ARRA	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(15) Project selection	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(16) Timeliness of infrastructure investments	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(17) Buy American provision	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(18) Appropriate use of funds for infrastructure investments	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(19) 70% of CDBG-R for LMI	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Optional Certification		
(20) Urgent Need	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>